

Hunaha Park Project Team

- It was agreed the following people would be on the team and who they represent:

City: Joe Garlitz & Kevin Cooper

Other Elgin 2010 members: Vanetta and Ray McVey, LaVeta Botz

Funders: Donna Betts, Northeast Oregon Economic Development District, (NEOEDD) and Judy Wing, Forest Service

Others Participating Organizations: Yuki Gleason, Elgin High School

Project Manager: hired position

Other Parties

The group also discussed other important players in the project, but felt it would be most appropriate that they get send copies of meeting reports and updates, but not necessarily be part of the project team.

The list included:

Contractor(s): engineers, etc.(send copies of meeting reports and updates)

County Commissioners

Others: Technical Team/Information Sharing (send community meeting press release) to student (wildflower plant group); local businesses; adjacent property owners to park; master gardeners program, ODOT; DEQ; Good Sam Club

VII. Review of Six Key Project Management Areas for the Project

Hunter reviewed the six key project management areas from pages 7 and 8 in the workbook.

VIII. Building Agreement in 6 Key Areas

Hunter explained that the next step would be for the team to break into two groups, with each group working through three of the key project management areas which she just reviewed, and developing recommendations to report back to the full group.

Albrecht worked with Joe, Kevin, Vanetta, and Jennie in the three areas of Accountability, Authority, and Responsibilities and Support.

Hunter worked with Ray, Mary Rose, Ed and Jessie in the three areas of Reporting and Communication, How to Handle Conflicts, and Evaluation.

The two groups used the worksheets in the workshop handbook. They discussed their recommendations and reported them back to the full team. The following are the recommendations agreed upon by the full team (the numbers preceding these topic are the worksheet numbers in the training handbook):

- 1) Have City appoint Kevin Cooper as liaison to Committee

(Mary Rose Nichols will do on Tuesday, 1/14 at City Council)

- 2) Contact Yuki Gleason at School re: get her reports and copy of grant applications; ask if she will be on project team? (Vanetta McVey will contact her)

- 3) City Council--letter

Ask them to inform how often they want reports from Elgin 2010.

- 4) Elgin 2010 needs to finalize by-laws and may need to establish 501(c)(3) status.

Project Team Work

- 1) Convene team meetings (Joe Garlitz)
- 2) Draft description on RFP/RFQ for project manager. (Kevin Cooper and Joe Garlitz, Constance Albrecht reviews)
- 3) Draft MOU between 2010 and City. (Whole team?)
- 4) Develop workplan time frame. (Joe Garlitz and Kevin Cooper)
- 5) Revise plan and budget for NEODD contract by 1/30/97. (Joe Garlitz and Kevin Cooper)
- 6) Revise conceptual design. (Ron Brand, Joe Garlitz, Ray McVey and Ed Botz)
- 7) Contact other team members. (Vanetta McVey)
- 8) Contact "others."

X. Evaluation of Workshop